



**Risk Assessment
Eltham Office**

For

**Returning Back to the Office
Following Covid-19 Pandemic**

Prepared on behalf of

Baily Garner LLP
146-148 Eltham Hill
London
SE9 5DY

Job Ref: 26519
Date: 04 June 2020
Rev: 0

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Purpose of Issue

Rev	Issue Date	Reason For Issue
0	10-Jun-20	Draft issue to Management Board
A	11-Jun-20	Issue to Management Board

Prepared By: *Marie Carpenter / Ian O'Brian / Karen Crowley / Olivia Firth*

Authorised for Issue:

Executive Summary

The review of opening the office is currently based on an occupation level of up to 15 staff.

Management Review Requirements

Looking at the seven main areas identified by Management Board, we have reviewed these areas and have identified that the existing high risks can be mitigated via various means. The mitigation provisions reduce the high risks to low risks with the mitigation provisions ranging from permanent provisions, temporary provisions and management tasks.

Using a RAG (red, amber and green) system, the table below shows the existing risk ratings and the residual risk ratings following any mitigation actions and requirements being implemented.

	Risk	Current rating	Can risk be reduced	Residual Risk Rating
1	Social distancing	9	Yes	3
2	Hygiene	9	Yes	3
3	Management	9	Yes	3
4	Fire	9	Yes	2
5	Building Security	9	Yes	2
6	Staff welfare	9	Yes	3
7	Visitors	9	Yes	3

In order to open the office, the minimum mitigation measures are summarised below:

Temporary Provisions / Actions

- 1 One way system to be put in place as well as social distancing measures utilising floor stickers and notices.
- 2 Cleaning regime to be adjusted. The proposal is to have a full time cleaner during working hours to constantly clean surfaces.
- 3 Restrict Office opening hours. Key holders for opening and closing - likely to be Cleaning staff. Office can only be used during the operational hours.
- 4 Office use will be on a permanent and no coming and going for site visits during the day. If returning from a site visit then you return home to finish the working day.
- 5 No showering facilities. No Lift.
- 6 Sanitation Stations located on every floor and at every entry and exit point.
- 7 IT facilities, including desk relocations, purchasing equipment such as cameras, headsets, laptops, etc.
- 8 FED key (top lock only) to all staff as inner lobby door will remain open during the day. Top lock keys to be handed back by staff not required at the office.
- 9 Desks and equipment need to be planned and allocated.
- 10 Desk and furniture relocations.

Permanent Provisions / Actions

- 1 Code locks on gates and garages. Garage lock dependent on number of cyclists.
- 2 Fit new locks on all toilets to outer doors to make toilets single occupancy. Also, change to uni-sex facilities.
- 3 Door opening foot handle to be provided to main exit door.
- 4 IT equipment - laptops, headsets, cameras, etc.

Management Provisions / Actions

- 1 PPE and Covid-19 checks for all staff within the office - including regular daily temperature checks.
- 2 Dual work stations - one at home and one in the office.
- 3 Kitchens and toilets to remain operational through the provision of full time cleaning regime.
- 4 Fire Marshalls to be indentified and any necessary training provided.
- 5 First Aid - no first aider on site required as per HSE Guideline as low risk office environment. However, a MS Team to be set up for off site first aiders. First Aid kits to be located on every floor in prime locations.
- 6 Legionella tests of building.
- 7 Temporary variation of Contracts.
- 8 Full staff induction programme and signature of agreement.
- 9 Procedures for visiting the office. No visitors. Induction process if office access is required.
- 10 No unauthorised access to the office.
- 11 MS Team to be set up for all returning to work staff for cascade of information and communications specific for the office.
- 12 Partner presence in the office (from an agreed and inducted pool).

Risks reviewed are summarised in the table below:

	Risk	Existing Rating	Mitigation Required	Cost	Residual Risk	Internal / External Actions?
1	Opening / Closing	6	Yes	£0.00	3	Internal
2	Car Park	9	Yes	£44.00	3	Both
3	Access to the Building	9	Yes	£70.00	3	Both
4	Stairs	9	Yes	£0.00	3	Internal
5	Toilets	9	Yes	£35.94	3	Both
6	Kitchens	9	Yes	£0.00	3	Internal
7	Showers	9	Yes	£418.00	1	None
8	Photocopiers	9	Yes	£0.00	3	Internal
9	Circulation Areas	9	Yes	£1,293.30	3	Internal
10	PPE	9	Yes	£319.60	3	Internal
11	First Aid	4	Yes	£0.00	1	Internal
12	Fire	6	Yes	£0.00	2	Internal
13	Cleaning	9	Yes	£0.00	3	Both
14	Contractor Works	9	Yes	£2,157.77	3	Both
Total				£4,338.61		

For full details of each of the risks, as well as the control and mitigation measures, please refer to Risk Assessment Tab.



**Risk Review
Birmingham Office**

For

**Returning Back to the Office
Following Covid-19 Pandemic**

**Prepared on behalf of
Baily Garner LLP**
55 Charlotte Street
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**Job Ref: 32622
Date: 16 July 2020
Rev: 0**

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Purpose of Issue

Rev	Issue Date	Reason For Issue
0	16-Jul-20	Issue to Management Board

Prepared By: *Laura Ward / Ian O'Brien / Karen Bush / Olivia Firth*

Authorised for Issue:

Executive Summary

The review of opening the Birmingham office is currently based on an occupation level of up to 13 staff, this risk review will need to be reviewed following the office reopening to ensure it is effective.

Management Review Requirements

Looking at the seven main areas identified by Management Board, we have reviewed these areas and have identified that the existing high risks can be mitigated via various means, as has been done in the Eltham office also.

The mitigation provisions reduce the high risks to low risks with the mitigation provisions ranging from permanent provisions, temporary provisions and management tasks.

Using a RAG (red, amber and green) system, the table below shows the existing risk ratings and the residual risk ratings following any mitigation actions and requirements being implemented.

	Risk	Current rating	Can risk be reduced	Residual Risk Rating
1	Social distancing	9	Yes	3
2	Hygiene	9	Yes	3
3	Management	9	Yes	3
4	Fire	9	Yes	2
5	Building Security	9	Yes	2
6	Staff welfare	9	Yes	3
7	Visitors	9	Yes	3

In order to open the Birmingham office, the minimum mitigation measures are summarised below:

Temporary Provisions / Actions

- 1 Social distancing measures utilising floor stickers, notices and hazard tape markings.
- 2 Cleaning regime to be adjusted. The proposal is to have the cleaners present between 6am and 8am before staff start, and then following the lunch hour between 1:30pm and 3:30pm.
- 3 Restrict Office opening hours. Key holders for opening and closing - proposed to be Cleaning staff to open the building, and management to close the building. Office can only be used during the operational hours and this needs to be reiterated to all returning staff during the induction.
- 4 Restricted Access. The keypad code is to be changed to ensure only returning staff who have been inducted back to the office can gain entry.
- 5 Restricted Movement. Movement around the office will be restricted to staffs floor only apart from beginning and end of the day as well as the lunch hour. If staff need to access another floor this must be approved by either the admin staff or management staff present.
- 6 Office use will be on a permanent basis with no coming and going for site visits during the day. If returning from a site visit then staff must return home to finish the working day.
- 7 No showering facilities. No Lift.
- 8 No access to first floor and third floor apart from cleaning staff who will have fob access. Third floor to be dedicated cleaners zone.
- 9 Sanitation Stations located on every floor, at every entry and exit point, by printers, on stair landings and in tea stations.

- 10 All staff will have individual crockery packs provided including; plate, bowl, cutlery, cup and glass. These must be washed by the individual and kept on their desk.
- 11 All staff will have individual tea/coffee packs provided each week which are to be collected from reception.
- 12 All staff will have individual PPE provided for their desks including hand sanitiser and face mask.
- 13 IT facilities, purchasing equipment such as cameras, headsets, laptops, and phones, where necessary. To come out of IT Budget
- 14 Desks and equipment need to be planned and allocated.
- 15 Furniture and equipment relocations.

Permanent Provisions / Actions

- 1 Door opening foot handle to be provided to 2no internal fire doors.
- 2 IT equipment - laptops, headsets, cameras, etc.

Management Provisions / Actions

- 1 PPE and Covid-19 checks for all staff within the office - including welfare check before travelling to the office and regular daily temperature checks.
- 2 Dual work stations - one at home and one in the office. This will help aid the strict office opening hours with staff who wish to continue working outside of their operational hours.
- 3 Tea stations and toilets to remain operational through the provision of full time cleaning regime.
- 4 Fire Marshalls to be identified and any necessary training provided.
- 5 First Aid - 1no first aider will be present, however it is proposed a MS Team is be set up for off site first aiders if the retuning first aider is absent. First Aid kits to be located on ground floor and second floor in prime locations.
- 6 Legionella tests of building.
- 7 Temporary variation of Contracts.
- 8 Full staff induction programme and signature of agreement.
- 9 Procedures for visiting the office. No visitors. Induction process if office access is required.
- 10 No unauthorised access to the office.
- 11 MS Team to be set up for all returning to work staff for cascade of information and communications specific for the office.
- 12 Member of Management present in the office at all times (from an agreed and inducted pool; Bonnie Carswell, Dan Bridgewater and Tim Bush). There should also be delegated supervision support on each floor; Lucy Carney for the ground floor, and Anil Chandla and Lucy Mullineux for the second floor.

Risks reviewed are summarised in the table below:

	Risk	Existing Rating	Mitigation Required	Cost	Residual Risk	Internal / External Actions?
1	Opening / Closing	9	Yes	£0.00	3	Internal
2	Car Park	9	Yes	£86.94	3	Internal
3	Access to the Building	9	Yes	£54.98	3	Both
4	Stairs	9	Yes	£0.00	3	Internal
5	Toilets	9	Yes	£19.98	3	Internal
6	Kitchens	9	Yes	£122.85	3	Internal
7	Shower	9	Yes	£450.00	1	None
8	Printers and Plotters	9	Yes	£0.00	3	Both
9	Circulation Areas	1	Yes	£577.31	1	Internal
10	PPE	9	Yes	£279.97	3	Internal
11	First Aid	4	Yes	£10.00	2	Internal
12	Fire	6	Yes	£0.00	2	Internal
13	Cleaning	9	Yes	£77.87	3	Both
14	Contractor Works	9	Yes	£0.00	3	Both
Total				£1,679.90		

For full details of each of the risks, as well as the control and mitigation measures, please refer to Risk Assessment Tab.